

OFFICIAL

Farm Business Resilience Program

Request for quote (RFQ)

FY22-670

V2 Request for Quote

September 2023

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Introduction

The Department of Jobs, Precincts & Regions (DEECA) drives economic development and job creation across Victoria, incorporating investment attraction and facilitation, trade, agriculture, creative industries, and resources.

Agriculture Victoria, within DEECA, is delivering the 'Farm Business Resilience Program'. Through this Program farmers, including farm managers and employees, will have access to subsidised learning and development opportunities in strategic business management, farm risk management and decision-making, natural resource management and personal and social resilience. The Program requires consultants (Suppliers) with relevant technical expertise to deliver components of the Program through to 30 June 2024 (Services). Examples of technical expertise may include succession planning, agricultural commodity marketing, human resource management, time and labour management, farm safety, farm finances, social responsibility in agriculture, natural resource management, climate risk, group facilitation and business management. Technical consultants will specialise in farm management in at least one of the following agricultural industries: livestock, dairy, cropping, horticulture, apiary and mixed farming systems.

Purpose of Register

The purpose of the Register is to support the delivery of the Farm Business Resilience Program (FBR). The Register will provide Agriculture Victoria with an understanding of suppliers with the required capabilities to support program delivery and enable rapid selection and engagement of suppliers when a specific need is identified.

There are two stages to the FBR:

Stage 1: Supplier registration stage when suppliers seeking to be included on the Register apply by completing and returning the registration form (if you are not on FBR Supplier Register, you must complete the Invitation to Register form to be considered for the register).

Stage 2: Suppliers included on the Register may be invited to respond to a request for quotation (RFQ) to deliver specific services (Services) of the FBR program (Quotation Stage). Suppliers who respond to a request for quotation during the Quotation Stage must complete a RFQ form (see template form at Part A).

Being included as a Supplier on the register does not guarantee work. Suppliers may be provided with, and will then be required to respond to, a RFQ for particular Services. The successful supplier(s) will enter into an agreement to deliver the work (Agreement).

Request for Quote

Please complete your response to this RFQ in the spaces provided at Sections 3, 4, 5 and 6 below. Additional information can be attached as required. Your response must be provided within the specified boxes and must address all of the questions. This response can be provided in either portrait or landscape format.

DEECA Guidance notes are included in red and will be removed prior to requesting a quote from suppliers.

Supplier Guidance notes are included in blue.

Section 1 – RFQ Details:

Request for Quotation Name	<i>Insert Name of Requirement</i>
1. Time period for queries	<i>4:00pm, three (3) days prior to the RFQ closing date (adjust as necessary).</i>
2. Closing Time & Date	<i>All RFQs – 2.00 pm (Insert either AEST or AEDT as applicable) on (date the RFQ will close)</i>
3. Submission Method	<i>Email</i>
4. Submission Address	<i>Insert Email address</i>
5. DEECA Project Manager	<i>Name: Insert name Email: Insert name Contact Number: Insert contact number</i>
6. RFQ Requirements	
7. Delivery Location	<i>Insert location</i>
8. Industry Experience	<i>Insert experience</i>
9. Skillset	<i>Insert skillset(s) consistent with skillset(s) listed Attachment A of Invitation to Register document</i>
10. Delivery format	<i>Face to Face / Online</i>

Section 2 – Details of Services Sought:

1. Purpose	<i>Provide a summary / overview of the goods / services required, including the duration of the engagement.</i>
2. Background of the Engagement	<i>Outline the background to the project (how and why the requirement arose) and provide information such as:</i> <ul style="list-style-type: none"> <i>• Summary outline of the core goods and / or services being sought;</i> <i>• The current need for the goods and / or services – why are they being sought from the market;</i>

- How the requirement is related to earlier work and future directions.

The description needs to outline the department's goals to seek goods and / or services from the market and highlight that this could be for multiple divisions and / or multiple sites.

3. Scope of Services

The Scope defines what you are looking to purchase and, consequently, what the Supplier is required to provide. The amount of detail provided should reflect the complexity and cost of the purchase and contain enough information for Suppliers to cost the goods and / or services they will offer.

The Scope will form part of any future contract that might result from the procurement process

Some tips for writing the Scope:

- Use simple, clear language;
- Be concise (define each aspect of the requirement in one or two paragraphs where possible);
- Do not explain the same requirement in more than one section
- Define your Key Deliverables; and
- Define any terms, symbols, and acronyms.

Outline the key requirements such as: Key stakeholders, and any governance arrangements for the delivery of the required goods/ services project; Any particular legislative, performance or technical requirements; Transaction numbers, targets and outputs; and Reporting requirements.

4. Key Deliverables & Timeframe

Outline any specific outputs required e.g.

- Group Presentation on 15th April 2023
 - Written Report by 1st May 2023
 - Completion of Plan Review Evaluation Form by 15 May 2023
-

Supplier Response

Suppliers are to complete section 3 below in response to the requirements outlined in section above.

Section 3 – Supplier Details and Risk Criteria

Criteria	Supplier Response
<p>1. Full legal name of supplier</p> <p><i>If you are a company acting as a trustee, provide your name in this format: ABC Pty Ltd as trustee for the XYZ Trust</i></p>	
2. Registered Business Name	
<p>3. Trading Name</p> <p><i>If applicable</i></p>	
<p>4. Australian Business Number (ABN)</p> <p><i>If conducting business in Australia</i></p>	
<p>5. Are you registered on the FBR Register?</p> <p><i>If not, you must complete Invitation to Register form to be added to the register.</i></p>	Yes/No
6. Contact Details of Principal Contact	
7. Name	
8. Email	
9. Phone Number	
<p>10. Conflict of Interest</p> <p><i>Please provide details of any conflict of interest and how these will be managed</i></p>	
<p>11. Compliance with the Specifications</p> <p><i>Will you comply with the specifications outlined at section 1 and 2 of this RFQ? Yes or No</i></p> <p><i>If No, please explain</i></p>	Yes/No

Section 4 – Scored Criteria

Users may adjust the scored criteria to meet the requirements of the specification. The total weighting should always add up to 100%

Criteria	Weighting	Supplier Response
<p>1. Supplier Experience and Past Performance</p> <p><i>Please provide an outline of your work experience in providing the goods and / or service.</i></p> <p><i>Additionally, please provide an outline of the skills, experience and qualifications of key personnel, including subcontractors, which you propose for the engagement.</i></p> <p><i>CV's can be attached separately.</i></p>	40%	
<p>2. Capacity and Capability</p> <p><i>Please provide an outline of the organisational capacity to provide the goods and / or services.</i></p>	30%	
<p>3. Methodology</p> <p><i>Please provide an outline of how you propose to provide the goods and / or services.</i></p> <p><i>Without restricting what you may outline, please include:</i></p> <ul style="list-style-type: none"> • The location(s) from where the goods and / or services will be provided; • The hours between which you will provide the goods and / or services; • The physical resources you intend to provide and (consequently) the physical resources you anticipate being provided by (the department); • Details of your proposed transition-in arrangements and of transition-out arrangements at the end of the engagement term; • Methods to monitor quality of goods and/ or services; • Environmental impact 	30%	
Total RFQ Scoring Criteria	100%	

Section 5 – Financial Proposal

Value for money will be determined by assessing the evaluation criteria and taking into account:

- the quality of the proposed submission
- the total cost of the proposal
- any risks (financial, technical or probity related) in entering into a contract with the preferred Tenderer.

The overall value for money evaluation of the Offer will combine the evaluation score and the pricing assessment outcome to determine which Offer provides the best value for money outcomes for DEECA.

Criteria	Supplier Response
<p>1. Financial</p> <p><i>Please provide:</i></p> <p>a. A fixed capped sum (GST inclusive) for your provision of the services; and</p> <p>b. Your daily rate (GST inclusive).</p> <p>c. Your rate per one-on-one session <i>(if applicable)</i></p> <p><i>Your quote must be valid for 3 months.</i></p>	
Milestones <i>(if applicable)</i>	The fees will be paid in instalments following achievement of each relevant milestone (as described below) to the satisfaction of the Department by the relevant due date for achievement of that milestone.
Instalment 1: <i>Course material development commenced and promotion activities commenced – Due 9 June 2023.</i>	<i>Approximately 25 percent (of total fixed capped sum (GST inclusive) for provision of all services)</i>
Instalment 2: <i>Completion of one-on-one sessions - Due 15 September 2023.</i>	<i>Approximately 15 percent (of total fixed capped sum (GST inclusive) for provision of all services) if all estimated number of one-on-ones are completed. Note supplier to be paid based on number of one-on-one sessions completed (priced as per rate per one-on-one session).</i>
Instalment 3: <i>Completion of all course activities and reports (as specified in section 2) – Due 30 September 2023.</i>	<i>Approximately 60 percent (of total fixed capped sum (GST inclusive) for provision of all services)</i>
<p>2. Expenses</p> <p><i>Please confirm your compliance with the expense's requirements</i></p>	
Travel per kilometre will be paid at a maximum of 0.85c per kilometre and itemised in the tax invoice provided.	Yes / No
Accommodation will be reimbursed based on receipt of a copy of the tax invoice paid.	Yes / No

Section 6 – Offer and Declaration

By submitting this response, the Supplier:

1. confirms that it has read and accepts all of the terms and conditions in:
 - i. this Request For Quotation; and
 - ii. the Conditions of Participation set out in the Invitation to Register;
2. acknowledges and agrees that it is making an offer to contract with DEECA (Offer) which may be accepted or rejected by DEECA and, if accepted, confirmed by issuing a purchase order or email of acceptance (Purchase Order);
3. agrees that if the Offer is accepted, a legally binding agreement is formed between the Supplier and DEECA (Agreement) which includes:
 - i. DEECA Short Form Contract (General conditions for the provision of services available at Appendix 1); and
 - ii. the Supplier’s response to the Request for Quote;
4. where, in the event of inconsistency, the order of precedence set out above will apply;
5. declares there is no actual or potential conflict of interest except to the extent set out in Section 3;
6. declares that it will maintain insurance policies as required by the DEECA (as specified in the Invitation to Register document);
7. acknowledges that any personal information about the Supplier’s contact person(s) or a third party will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 (Vic) and other applicable laws (Use); and
8. declares that it has obtained the consent of the Supplier’s contact person(s) or the third party to the Use of their personal information,

Agreed on behalf of the Supplier by (who represents that they have the authority to bind the Supplier):

Name:

Position:.....

Signature:

Appendix 1

DEECA Contract Services Short form General conditions for the provision of Services

Ensure that you read the attached document as these are the basis of a contract with the department should the Offer be accepted.



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